

**SECRETARY
ADMINISTRATIVE SECRETARY
SENIOR ADMINISTRATIVE SECRETARY**

DEFINITION

To perform a wide variety of complex and responsible secretarial and administrative duties; and may provide technical and functional lead supervision over lower level clerical classes.

DISTINGUISHING CHARACTERISTICS

Secretary This is the entry/journey level class in the Secretary series. Positions in this class are assigned a wide variety of secretarial and clerical duties and are distinguished from Administrative Secretary positions by less administrative responsibility. As experience is acquired, the employee performs with increasing responsibility.

Administrative Secretary This is a full journey level secretarial class. Positions in this class are flexibly staffed and are normally filled by advancement from the Secretary class, or, when filled from the outside, require prior responsible secretarial experience. Appointment to this class requires that the employee be adequately performing the full range of duties for the class and meet the qualification standards for the class. Positions assigned to this class may be distinguished from those allocated to the Secretary class by the greater involvement in higher level non-secretarial duties such as maintenance of complex budgetary records, compilation of technical reports, and interpretation of policies and procedures within an assigned area.

Senior Administrative Secretary This is the most advanced level class in the Secretary series. Positions in this class are normally filled by advancement from the lower class of Administrative Secretary, or, when filled from outside, require prior responsibilities both in responsible secretarial duties and in office management, lead capacities, or technical uses of micro-processors for office support.

SUPERVISION RECEIVED AND EXERCISED

Secretary

Receives general supervision from the departmental manager. May receive technical or functional supervision from other higher level departmental personnel.

Administrative Secretary

Receives general supervision from the departmental manager. May receive technical or functional supervision from other higher level departmental personnel. May exercise technical or functional supervision over other clerical positions and/or student assistants.

Senior Administrative Secretary

Receives general supervision from the departmental manager. May receive technical or functional supervision from other higher level departmental personnel. May act in a lead capacity over other clerical positions and/or student assistants.

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EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assist in planning, scheduling and supervising activities; research the more difficult questions pertaining to policies and procedures; interpret and implement District policies and procedures relating to the assigned area.

Examine, analyze, and verify fiscal records and expenditures; assist in developing budget; reconcile budget accounts to ensure accuracy.

Relieve supervisor of routine personnel, budget, and payroll functions; initiate and maintain a variety of files and records such as payroll, budget and attendance.

Receive invoices for purchases; develop accounting system for payables and receivables; pay on a confirming requisition or continuing order; maintain ledger and balance of accounts in budget.

Act as a liaison between campus employees and the public to coordinate activities; answer phones and screen calls; schedule appointments; type letters and confidential memos; research and prepare reports, including statistical reports.

Dispatch service requisitions; determine priorities and assign; determine if work requested is an emergency.

Type and proofread a wide variety of letters, memos, manuscripts, tests, course outlines, newsletters, course proposals and various reports.

Coordinate scheduling procedures and detect conflicts and omissions.

Keep records of staff vacation, sick leave and schedule changes.

Notify students of and post canceled classes.

Answer telephone; screen calls and provide information to callers.

Perform research and prepare a variety of complex statistical reports.

May act in a lead capacity for other secretarial and clerical positions.

Use a computer terminal to update records, retrieve information, and to create and print text and tables.

May serve as Secretary to a Committee; prepare agendas; schedule facilities; record, prepare minutes; independently compose letters and memos.

Supervise and train assigned staff.

Perform related duties as assigned.

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Secretary

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office methods, procedures and word processing software.
Record keeping principles and procedures.
English usage, spelling, grammar and punctuation.
Basic mathematics.

Skill to:

Type at a speed of not less than 50 net words per minutes from clear copy.
Work independently and follow through on requests.
Learn District policies, procedures, organization and operating details.
Operate dictating machines and other office equipment including a calculator and personal computer.
Determine work priorities.
Communicate effectively both orally and in writing.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience performing a wide variety of clerical, public contact and routine secretarial work.

Training:

Equivalent to completion of the twelfth grade including or supplemented by specialized secretarial training.

Administrative Secretary

In addition to the minimum qualifications for Secretary:

Knowledge of:

Theories and practices of supervision and personnel management.

Skill to:

Provide technical supervision and training for other employees.
Interpret and explain District policies, rules and regulations.
Work independently in the absence of supervision.
Analyze situations carefully and adopt effective courses of action.

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Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of experience performing a wide variety of clerical, secretarial and administrative support work, one year of which was comparable to the duties assigned to the Secretary class in the District.

Training:

Equivalent to the completion of the twelfth grade including or supplemented by specialized secretarial training.

Senior Administrative Secretary

In addition to the minimum qualifications for Administrative Secretary:

Knowledge of:

Methods for designing specialized microcomputer applications using commonly used word processing, spread sheet, or data base programs such as WORD/WORDSTAR/WORDPERFECT, Lotus 123, dBase III or IV for use in the area assigned.

Skill to:

Design new procedures for the clerical and secretarial operation of the area assigned.

Use a microcomputer to design specialized systems for record keeping and report generation using commonly used software used in business offices by secretarial workers.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Competent experience performing a wide variety of clerical, secretarial, administrative support work comparable to that assigned to an Administrative Secretary in the District.

Training:

Equivalent to the twelfth grade including or supplemented by specialized secretarial and word processing/spreadsheet training.